

Writing supplement, containing
model compositions for each
practice test.

The Writing Supplement includes model answers for all the writing tasks from each Practice Test (1 - 10) .

Hi Andy,

It was great to receive your letter, and what exciting news! You're going to spend the summer in Europe working on your painting! Good for you for trying it! I think it's a fantastic idea, although I have mixed feelings about whether or not I would recommend that you choose Florence.

On the one hand, I think that it would definitely inspire your painting. Florence is a truly exceptional historic city, both in general and in terms of art. And of course, there are enough museums to keep you busy for at least a month, and many iconic works of art to pay homage to. Not to mention beautiful old buildings and the scenic river going through the city.

On the other hand, it's ridiculously expensive there. All of the shops and restaurants seem intent on squeezing as much cash as possible from the tourists. But I know you speak fluent Italian, so you may be able to get a job and be fine. I would say the job would be a necessity.

Well, if you decide to go, don't stay in the old city centre. It's so expensive and packed with tourists. You should look for a place on the other side of the river where it is less crowded and far more authentic. And don't worry, you'll have no trouble meeting young people. There are friendly travellers and students from all over the world. Just join a sports centre like I did, and you'll be fine.

Write soon and tell me your decision!

Your cousin,
Anna

My Hero What is a hero? Someone who saves the world, who wins a war, who saves children from dying from terrible diseases? In the last hundred years, most of our lives have not been touched by war, most people have good health care and life is not too hard. I think that in the last hundred years, there are different kinds of heroes. If I had to choose a hero from the last hundred years, it would be Elvis Presley.

Elvis had a big impact in the world. I do not know his character, but I think he wanted to get people's attention and challenge them. He must not have been afraid of controversy. Elvis must have had these characteristics to do what he did, because he changed the world's view of music forever. He made it something for young people and he made it possible for it to be different from music before. Elvis was the father of rock and roll and he made all of the different kinds of music that are popular with young people today possible, such as hip hop, pop and metal.

I say Elvis is a hero because all of these kinds of music make people happy. By going on stage and shocking people, he made it possible for kids today to both enjoy music and express themselves in different ways through music.

In conclusion, I think that Elvis's contribution to today's music is very important. Each time I hear a pop song that makes me happy when I'm sad, or have fun with friends at a concert, I owe a thanks to Elvis. The world would not be the same without him.

Part 2, Question 2 - Model Answer: Competition Entry

Part 1, Question 1 - Model Answer: Letter

Part 2, Question 3 - Model Answer: Letter of application

Dear Sir or Madam,

I am writing in response to the advert I saw in the newspaper seeking people to work as tour guides. I think I would make a very good tour guide and I wish to apply for the job.

There are a number of reasons that I think I would make an ideal employee for you. I am nineteen years old and have just completed my first year studying archaeology at the university. Although I did not grow up in this city, I really love it here and have enjoyed getting to know the city. Now, I know it like the back of my hand, but I still have the enthusiasm of a visitor. For this reason, I think I would be very good at showing other visitors around. I have always been sociable and I like meeting and talking with people; for example, when I started university I joined five different clubs! That was a bit much, so now I choose my three favourite which I'm still actively involved in.

I believe the highlight of our area is the history. It is a very great history and is known extensively. There are many archaeological sites, which are well shown, for people to see and visit and understand. Not many cities have the opportunity to educate visitors so much about the past.

I appreciate your attention to my letter and I hope you will consider my application. If you need any more information please feel free to contact me. I hope to hear from you soon.

Yours faithfully,

Hannah Johnson

Part 2, Question 4 - Model Answer: Review

Film Review - Romeo and Juliet

This new film of Romeo and Juliet is a very successful adaptation of Shakespeare's famous play and it does a great job of engaging the audience with the story at all times.

The story begins with a large fight between the Capulets and the Montagues, two prestigious families in Verona, Italy. The two protagonists of the story, Romeo and Juliet, who come from these two families, fall in love, only to later discover that their families are enemies. They are devastated, but they decide to marry and so Romeo and Juliet are married by Friar Lawrence.

Juliet's mother wants her daughter to marry a man named Paris, but she refuses to comply. Friar Lawrence gives Juliet a potion which will make her appear dead and he promises to tell Romeo. She drinks the potion and everybody thinks she is dead. Friar Lawrence's letter fails to reach Romeo, so he assumes that his wife is dead and commits suicide. Later, Juliet wakes to find Romeo is dead and so she kills herself.

I would wholeheartedly recommend this film to anyone who likes Shakespeare and romantic

love sto- ries. It is a classic story that still appeals to everybody, even younger audiences.

Part 1, Question 1 - Model Answer: Letter of application

Dear Mr. Jameson,

I am writing to apply for the position of holiday representative as advertised in the latest edition of Travel magazine.

I am extremely interested in working in this role. As a child, my parents travelled extensively for work and I was consequently seldom in any one place for very long, so I am quite sure that a life of travel will not faze me. Moreover, seeing so much of the world with them has instilled a great passion for travel in me, so I am convinced the job of holiday representative would suit my character perfectly. Speaking of which, having always had to meet new people growing up, I have become very confident and sociable. I am very much a people person and, well, with my parents working in the diplomatic corps, diplomacy is second nature to me as well.

I am presently working as a secretary/receptionist for a law firm, so, needless to say, not only must my planning and organisation skills be very good, but as the face of the company for new customers, I must always wear a big smile, too, no matter how I feel. I also have a lot of responsibilities in my role, such as sole responsibility for the organisation of the managing director's daily schedule, which shows that I must be regarded by the company as very reliable and capable of good decision-making and problem-solving.

I hope that you will look upon my application favourably and look forward to hearing from you in the near future.

Yours sincerely,

Molly Brookstein

Part 2, Question 2 - Model Answer: Essay

The question of whether a woman's place should or should not be in the home always sparks debate. On the one hand, scientific research backs up the idea that the bond between mother and baby is unique and that a male presence is no substitute. But on the other, we live in a modern world and women are no longer tied to their domestic duties.

A newborn child needs its mother more than anyone else; this much, science has confirmed. It would seem, therefore, preferable for the mother to spend the first few months of her newborn's life caring for it. However, the older a child gets, the more the parenting role could be shared, so the man can, in theory, assume most of the responsibility later. That said, a growing child should ideally receive equal attention from both parents.

Besides, most families today have two working parents out of financial necessity, so the role is naturally shared between them. This allows women to take up employment in positions which require the emotional intelligence they possess that is often lacking in men. Roles in nursing, teaching, psychology and so on are well-suited to the empathic female of the species.

In conclusion, it is my belief that the woman should ideally tend to her newborn, but that the parenting duties can be more evenly shared as the child gets older, allowing the female parent to return to the workplace where her skills are indeed highly valued.

Part 2, Question 3 - Model Answer: Reference

Dear Sir or Madam,

I am writing to give you a character reference for my friend Mandy Smith. I have known Mandy for five years, and she is one of my closest friends. She was also my room-mate during the first two years at university, so I know her very well and have seen her reactions in a variety of situations.

The first thing that I want to tell you about Mandy is that she has more energy than anyone else I have ever met. I think this would make her an ideal candidate for your position of tour guide, because she will have no trouble working long hours with enthusiasm and good humour. Her energy is contagious too, so not only will she be fine with the demands of a large group of people, she will also help to keep them excited, interested and moving.

Actually, we went on a summer holiday together one year, with three other girls. At the end of each day it was only Mandy who was reading the maps and researching the travel arrangements for the next day, while the rest of us were falling into our beds in exhaustion. She took care of the organisation for all of us. So, although she doesn't have previous work experience, I know that she would be a natural at this job!

I hope you will consider Mandy Smith. If I may be of any further assistance, please do not hesitate to contact me.

Yours faithfully,

Eliza Holden

Part 2, Question 4 - Model Answer: Proposal

To: Jackie Sandown From:
Bob Munday Date: 5th
June 2013 Subject:
Careers Service

The aim of this proposal is to outline what should be offered by our new career service and how it should be run.

Opening times First of all, I think it is important to choose the opening hours carefully. If it is open when people cannot use it then this is not helpful for anyone. The students who will use the service should be free to visit during the lunchtime hours and also after classes in the evening. These are the times when it should be open.

What it should offer It should offer certain things to help to inform the students. Information must be provided on higher education opportunities. Also, it should inform about part time and temporary work opportunities, as well as vocations and careers. This is important because not all of the students want the same thing.

Secondly, we should have seminars by people who are following different careers, so that they can tell students what it is like. This will help students to make their decision.

Finally, we should also provide a job notice board where companies can advertise their jobs. This will help both the students and the companies to find what they are looking for.

I think if you follow these suggestions it will be a very helpful career service.

Part 1, Question 1 - Model Answer: Report

Introduction The purpose of this report is to evaluate the effect of the holiday complex on the environment and the community.

Positive Points Overall, there seem to be many positive points for the community. The complex is well-managed and in good condition. It provides valuable employment and training for local people. In addition it looks attractive with good landscaped grounds. Finally, because extra trees were planted it improved the local environment and air quality.

Negative Points On the other hand, there are some negative effects of the complex. There is a lot of litter that is coming from the complex, and the beach is especially damaged. There is noise late at night, which is not just bothering the residents, but could also disturb wild animals such as birds and fish. Another negative is that the canteen is a mess when it is full and the grounds of the complex are very dark and could be dangerous.

Recommendations There are some changes that would benefit all. There should be noise limits after 10pm, and perhaps the complex should hire someone to clean the beach each morning. The grounds should be lit at night, to improve safety, and the canteen should be redesigned and expanded.

Conclusion Overall, this complex has been a positive addition to the community, in spite of some problems. If these problems with lighting, noise and litter are addressed, there will be a very good future.

Part 2, Question 2 - Model Answer: Article

Holiday at Home

Last summer, I went on holiday to an island in my native country, Greece. It was a beautiful island, but I did not have a good time. It was crowded, noisy and there was nothing authentic about it. I know that foreign tourism is financially the lifeblood of my country, but sometimes I wonder if it is worth it.

There were so many problems caused by the tourists on this island. First of all, there were just too

many. They were everywhere, and there were hotels, fast food restaurants and souvenir shops everywhere. There were even more bars and they were filled with young tourists drinking a lot of alcohol and behaving really terribly. The environment and beaches were destroyed. I don't think I'll ever go back there.

On the other hand, however, I know that the people living on the island are making good money. All year they live on the money which they earn in just a few months of summer, and they have a good quality of life. If it wasn't for the tourists, many of them would have to leave the island to earn a living.

I suppose it is so shocking to me because as a domestic tourist I have different expectations. I want to see a place with its own unique character, while some foreign tourists only come for the sun in the day and a place to drink and dance at night. They do not recognise that the character of the place is destroyed because they did not know it. Maybe I would be the same if I went abroad, but I can't imagine this happening.

Part 2, Question 3 - Model Answer: Letter

Hi Matt,

Time for a catch-up! I've got some exciting news; I've put my fears to one side and made up my mind to do what you did a year ago and go backpacking around Europe. Nice, eh? But I'm hoping I can count on your support, buddy, because I've got a ton of questions...

First off, what about the route - should I plan it all out in advance or just go with the flow and see where my journey takes me? What did you do? I think maybe some advance planning is a good idea, right? And another thing; how did you travel? I mean, I'm worried about safety a little, so I don't think I'd hitchhike, but which other option is best - train, bus...? I don't have all that much money to spend so cost is quite important, too; I guess what I'm asking is what's the safest and cheapest way to get around?

Then there's accommodation - where did you stay? I was thinking hostels or cheap hotels. Are they safe and what are the facilities like? By the way, did you get travel insurance? I'm caught in two minds about whether or not it's worth it; after all, it's quite pricey, but I guess then you're protected for your trip.

I'd also love to hear what you have to say about the best places to visit; I mean, where did you have the best time and what's unmissable? Let me know if there are any potential problems I might encounter, too. Was your trip pretty problem-free or are there things I should know about?

Speak soon,

Neville

Part 2, Question 4 - Model Answer: Article

A Remarkable Place

Fiordland is without doubt the most spectacular place I've ever visited. I spent a wonderful few days there about six years ago and I couldn't believe my eyes most of the time because the landscape and views were simply out of this world. Sadly, it might be a long time before I go back, though; after all, New Zealand's South Island is hardly a stone's throw from where I live – try a 2-day flight with three transfers and an awful case of jetlag actually!

I went there with my brother; we'd been planning a trip to New Zealand for ages – sort of an 18th birthday present for him. We had it all worked out; we'd rent a campervan and drive around the whole country in about 30 days. It was going to be the adventure of a lifetime! We'd wanted to go outside of the main tourist season so it wouldn't be too crowded, so we set off at the height of our summer in July, which was, of course, the height of winter down under.

The whole trip was amazing, but Fiordland was the icing on the cake. To get there, we had to drive down this alpine road lined with snow-capped peaks either side; it was beautiful! And a bit scary, too; there were all these avalanche warning signs and we could even see where some old avalanches had made their way down the mountainside – yikes!! When we got there, what we saw was magical – sheer rock faces with waterfalls tumbling down them into the sea below as it jutted in and out between the mountains.

Fiordland is magical because it is like you've reached the end of the world; few people live there and the nature is almost untouched. It's simply the most beautiful place on the planet and well worth dodging a few avalanches for!

Part 1, Question 1 - Model Answer: Letter

Dear Editor,

I'm writing in response to Albert Goodman's letter in which he complained about the youth of today.

Firstly, to Mr Goodman, let me just say that we are not all like that and you cannot label all young people 'yobs' and criminals. Most of us are good, honest, decent citizens. Your experience is unfortunate but you are generalising about what is a small minority of young people.

Furthermore, the language you use is disrespectful and it seems to me that your attitude is very negative. What ever happened to the idea of mutual respect? Perhaps if you were to think better of young people, your experience of them would be different, too.

Besides, it's not all the young people's fault. Often their town councils provide them with no resources or places to go, so they are bored and have nothing to do; this is why they are 'hanging around' on the streets.

And as for this curfew suggestion, I have never heard anything more ridiculous or unfair; do we live in some sort of military dictatorship? There is no way that a curfew should be imposed, but how about providing some youth facilities, like I said before?

I hope Mr Goodman stops judging young people so harshly, otherwise people might begin to wonder at him sounding like an old grump...

Yours faithfully,
Andrew Mars

Part 2, Question 2 -Model Answer: Description

A person who has influenced me a lot

My Nan is someone who I have always looked up to. Of course, by Nan I mean grandmother, but we used to always call her Nan when we were growing up. And it was when I was younger especially that she had such a big influence on my life.

I only ever remember Nan as an elderly lady and the Nan I knew - I say 'knew' because she has since passed away - was tall and slim, and healthy-looking for her age. She had curly white hair and a pleasant face that had a look of mischief on it. All her life she'd been a farmer, so even when she

retired she'd still wear country clothes and look, I guess, quite old-fashioned. But that was just Nan. Nan had a knack for making people smile and she had a great sense of humour and outlook on life, too. To Nan, the glass was always half full.

As an elderly lady, I admired how much she kept her dignity and independence - Nan drove a car until she was close to 90, and she always refused help unless she really needed it. And she was the best cook ever! Her Walnut Ring Cake was simply divine! As a child, I remember looking forward to going over to visit her to have some of it, or some of her delicious gooseberry jelly - yum!

But Nan's influence on me had more to do with her character than her cooking; she was one of the most determined, honest, dignified people I have ever met - she never complained and was always grateful for her lot in life. I would like to be like that, too, some day.

Part 2, Question 3 - Model Answer: Letter

Dear Mr Menton,

I am writing about a recent incident in your shop in which I had the misfortune to be involved in. The incident I refer to is when one of your staff stopped me and accused me of shoplifting in front of about 20 other people.

Needless to say, this was an extremely embarrassing situation for me. Thank goodness I had kept the receipt to prove that I had paid for everything on my person at the time, but to be accused of stealing like that in front of all those people - some of whom I knew personally - was very humiliating and degrading. The shop assistant used a very accusatory tone...

But the thing that angered and dismayed me most was not the accusation itself - after all, misunderstandings happen sometimes - but the accuser's failure to acknowledge his mistake or apologise to me. When I showed him the receipt, he simply walked off mumbling about how 'shady' a character I looked. Considering how much embarrassment I was caused, I do not think it was too much to have expected a simple apology either, do you?

Which brings me back to why I am writing; if I cannot get an apology from this assistant, then I would like a formal one from you instead. If an official apology is not forthcoming and I am not compensated in some way - with a shopping voucher for example - then be warned that I will take further steps to ensure that I get justice.

I look forward to hearing from you at the very earliest convenience.

Yours sincerely,

Michael Mathers

Part 2, Question 4 - Model Answer:

Article

Coping with the Stress of Modern Life

Are you one of those people whose life is full of stress and anxiety? Are you always worrying about meeting the next deadline at work, or whether or not you'll get that all-important promotion? Well, me, too! At least, I was until recently. Then I finally realised that life isn't all about money and work; without the right work- life balance you will always be miserable. It's time to make some changes...

What you need is a priority shift; which is more important at the end of the day – being happy in your job or earning loads of money? Exactly! So find satisfaction in your work and stop making it just about meeting deadlines and earning plaudits. Leave the office at 5:30 and not a moment later; once you've worked hard all day, you've nothing to be ashamed of. And, more importantly, make some time for your loved ones and friends; they should be your number-one priority.

And if, work aside, you find life unfulfilling, then start a new hobby for goodness' sake. It could open up all sorts of doors for you; you'll meet people, socialise and make important personal and professional connections. Plus, if it's an active pastime, your body will thank you, too – and so will your gut! After all, if you're anything like me, you've been sacrificing your health for years now and putting work first. Well, not anymore; exercise and a balanced diet are the order of the day!

Okay, you might say, but what about my finances – are they supposed to look after themselves? Of course not, but what's the point of being miserable but wealthy. Maybe you can have just as fulfilling a life with a little less money if you make your pennies go a little further and save up for special treats. Don't knock it till you try it! Go on – I dare you!

Part 1, Question 1 - Model Answer: Letter of application

Dear Mr Hardwick

I am writing in response to the job advertisement you posted in Wednesday's edition of The Times and wish to put myself forward for consideration for the position of Woodland Trust – membership promoter.

This job appeals to me a great deal on a number of different levels. First of all, I am a nature lover, so anything I can do to help preserve the woodlands would be wonderful. Secondly, I work part-time in the mornings at a local café, so the opportunity to supplement my income with some evening work would be very good indeed. And the fact I would only be employed from Spring until late Autumn is also fortuitous because I am doing a distance-learning course which requires me to attend some intensive lessons during the winter.

Furthermore, I believe I am very well-suited to the role. I am a native English speaker, capable of working on my own initiative, and I am very outgoing and sociable. Also, as I said, I am very eco-conscious, so I would find the work itself very fulfilling and would bring a lot of enthusiasm to the job. I have my own bicycle and car as well, so transport would not be an issue.

I eagerly await your reply and hope that you will consider me a suitable candidate for the job.

Yours sincerely,

Maeve Jenkins

Part 2, Question 2 - Model Answer: Competition entry

The Natural World around McDonagh House Greetings! McDonagh's the name and I live just outside the small town of Bairnsdale, about 3 hours from Melbourne on the motorway. Do I like it here? You bet! After all, what's not to like; out of the front window I can see the lake, and out the back is my one-acre garden. So, you see, I'm surrounded by nature.

I love to get up early on a weekend morning to catch the sunrise over the lake – such a beautiful sight. And it's literally music to my ears, too, as my early rise is rewarded by birdsong from the local birdlife

of the fruit-tree plantation which encircles both the lake and my house. Every evening, I take my children to the lakeside to feed the waterbirds; typically a mixture of colourful ducks, noisy screamers and graceful swans. And at night, we watch the cheeky dingoes sneak into the garden looking for small rodent snacks. Sometimes they get a nasty fright when a kangaroo comes bobbing along though!

Though the fruit-tree plantation is very pleasant to look at, I sometimes miss the natural forest that used to stand in its place. But nothing gets in the way of progress as they say, and the council was quick to turn the forest trees to timber when the right offer came along. But I can't be too hard on them; they did, after all, regulate the lake-fishing industry to protect the fish population and they are replanting part of the forest outside of the fruit-tree plantation.

But one thing's for sure; if I could turn the clock back, I'd have done something to try to save the forest from being cut down. As I child I used to have the whole area as my playground and it fostered my love of nature. Today, though, the fruit-tree plantation is marked 'Private: Keep Out'.

Part 2, Question 3 - Model Answer: Letter

Dear Mr Barking,

As my public representative, I very much hope you can help me. I am writing to express my dismay at the council's decision to cut funding to the local animal shelter – one which I think is utterly misguided.

We should be supporting community initiatives like the animal shelter with more money, not taking the little funding they have away from them. After all, it is run by staff who dedicate their own time and resources on a voluntary basis. These people expect no payment for their work but do it out of love for the animals. Now, as well as volunteering their time and effort, they are being asked to find the money to cover essential costs like food, and medical, water and electricity bills – this is not fair.

Besides, what would the community do without the animal shelter? There would be stray dogs and cats every- where causing chaos. Moreover, the council would have to fund its own wildlife protection programme; after all, who is going to look after sick and injured wild animals if the shelter is no longer around? And what would happen to unwanted little pets – would they be left to die on the corner of some street? The animal shelter has saved the lives of hundreds of puppies and kittens over the years.

We simply cannot let this injustice occur; the animal shelter deserves to receive council funding and its grant should be reinstated as a matter of urgency. I look to you Mr Barking to represent my views in the council and make it so.

Yours sincerely,

Sophia

Part 2, Question 4 - Model Answer: Report

To: Managing Director, the Royal Society for the Prevention of Cruelty to Animals From: Lawrence

Bardwell Date: 24th June 2015 Re: The Rescue of Neglected Animals from Beechcroft House The purpose of this report is to outline the findings of an operation to prevent animal cruelty from occurring at Beechcroft House, which culminated in the rescue of 5 maltreated pets from the residence.

First Visit On learning of the alleged animal mistreatment taking place at Beechcroft House, we first visited the premises on May 15th this year. We were tipped off by neighbours, who reported the constant presence of foul odours on and around the property. On arrival at Beechcroft House, we were greeted by a very hostile owner who refused to help us with our investigation. We therefore had no choice but to leave.

Second Visit On obtaining a warrant, we returned the next day and were allowed access to the property. Immediately, the extent of the neglect became apparent. All of the dogs on the property looked malnourished, were tied up and seemed as though they hadn't received proper exercise for some time. One female had given birth to pups a few weeks previous it seemed, but the owner had neglected to get the puppies vaccinated. Moreover, the house was in a general state of disrepair and represented a considerable health-hazard in itself.

In conclusion, it was my belief that the conditions they were in necessitated the immediate rescue of the animals. Additionally, the owner was in clear breach of several laws relating to animal welfare and should be prosecuted. Finally, all the rescued pets should be rehomed and should not, under any circumstances, be returned to the care of their original owner.

Part 1, Question 1 - Model Answer: Letter

Dear Editor,

I am writing with reference to an article about free time which appeared in yesterday's edition of your publication. I would like to broach a few of the points made myself.

Firstly, while I agree that the pace of modern life is hectic, I do not accept that it prevents us from having time to relax. You only have to look at the statistics; people go on more holidays today than they ever did in the past. Clearly, we have enough free time.

Secondly, as regards job pressures, I believe that if we work long hours, then we only have ourselves to blame. Most people who slog into the late hours at the office are motivated by a desire for status and money, but the truth is, if they could learn to appreciate what they have, they would realise working so hard is not necessary.

Thirdly, I tend to disagree with people who say low-income earners are at a disadvantage when it comes to keeping fit. After all, you don't have to go to the gym to exercise, running outside is free, as is walking, as are a myriad of other activities.

Finally, I fail to see why it is the government's responsibility to help us relax and keep fit – the responsibility starts and ends with each of us as individuals.

Yours faithfully,

Shane Carmody

Part 2, Question 2 - Model Answer: Review

The Kaplinsky Museum of Ballet The Kaplinsky Museum of Ballet is located at the heart of the world of ballet dance, in Moscow. As you pull up to it in your cab - you have only the choice of a taxi or your own transport as there are no bus or train stations nearby - you are overcome by the beauty of the building's façade, which is very grand-looking and regal - fit for a king, as the saying goes! Then, as you step out onto Ninehammer Street, you get your first glimpse inside the foyer of the amazing Building 35, which houses the exhibits, and you are simply blown away. All that glitters really is gold!

Through the lobby is a very upmarket café-restaurant, with prices that will leave you dizzy as you exit with pockets half-empty. Next to it, there is a lovely museum shop, where the prices are a little more down-to-earth. The museum entrance price is not too expensive either and you are well-rewarded for your ten-dollar-equivalent ticket as you walk down the long corridors to explore this grand old place.

Particularly beautiful are the visual exhibits, which feature still images capturing precious moments from some of the finest ballet performances throughout history. The dress section is also interesting and visitors can see what the greats of yesteryear used to wear on stage.

All in all, this museum is well worth the expense of the taxi trip you must take to get there. The exhibits appeal not just to dance-lovers, but to those interested in the Arts generally. And as for the price, well, if you skip the optional trip to the super-chic café, then it doesn't seem so bad after all!

Part 2, Question 3 - Model Answer: Letter

Hey Lena,

How's everything with you? With me, all's well – great, actually; I've just taken up this new hobby you see and love it so far.

Have you ever been skiing? As far as I can remember, you haven't. Well, I decided, what with living so close to the Alps here, that it was high time I tried out the powder for myself. So I asked for a set of skis, boots and a helmet for my birthday, and got a part-time job to pay for the skiwear I'd need, such as the ski-jacket, trousers, thermals, and balaclava for when it gets particularly cold up there on the mountain.

Anyway, I took a few lessons, which my nan was good enough to pay for (another birthday present), and I just found the whole experience of flying down the slopes exhilarating. In an instant, I was hooked. My coach says I took to it like a duck to water! You start out as a beginner using a technique called the snowplough, but I've already moved on to more advanced parallel skiing.

I think you'd like it, too. It's a shame there are no ski slopes in Ireland, but knowing your sense of adventure and taste for action, I'm sure you'd be equally impressed. Maybe next time you come over we can go together, eh?

Anyway, let me know what's up with you lately – any exciting news? Looking forward to hearing from you.

Love,

Leah

Part 2, Question 4 - Model Answer: Article

**Entertainment for the Whole
Family**

Longleat Adventure Park is the ultimate whole-family attraction. Set in the lovely Bath countryside, it combines a safari park with amusements as well as a beautiful stately home. It is extremely family-friendly and has something for big and small kids alike.

I went there by car, which is the only way to visit if you truly want to appreciate what the safari park has to offer, along with my wife and two young children. We figured it would just be a day for the kids, so it was a very pleasant surprise when we found ourselves enjoying it just as much as them...

First off, we drove through the safari park, and it was a very memorable experience. We were within inches of wildcats – lions, tigers, cheetahs and so on – went right by huge rhinoceroses and elephants, had naughty little monkeys jumping all over our car and fed beautiful deer and antelope through our wound-down car windows.

After that, we took a boat trip around Gorilla Island and said hello to the big hippopotamuses in the lake. Then it was on to the amusements and while the little ones went on train journeys through monkey jungle and so on, we were able to relax and sit down in the petting zoo, admiring the beautiful little prairie dogs and other sweet creatures there.

Finally, when we were all tired out, we went into Longleat House for a lovely lunch at the café, before taking a tour of the building. There was seldom a moment throughout the whole day that we were not captivated by what was going on. Even the price is reasonable – provided you pre-book online. One thing though, I probably wouldn't bring little ones younger than, say, 6; it might all be a bit too frightening for them, especially the safari.

Part 1, Question 1 - Model Answer: Proposal

To: Damely Education Authority
From: Alice Magrudy

Date: 15th March 2015 Subject: Children in local school's health and how it can be improved

The purpose of this document is to summarise the findings of the recently conducted health survey of local school children, and to propose ways in which local schools can contribute to improving the health of their students.

Findings:

In the vast majority of cases, school canteens serve up unhealthy fast food meals at lunchtime. Not only is this counterproductive to ensuring students maintain a healthy diet, but by offering fast food meals on school

premises we are also making it seem OK for students to eat fast food generally. Moreover, the snack machines in school corridors are almost exclusively filled with junk snacks such as crisps, chocolate and fizzy drinks.

Another major issue noted is the behaviour of teachers, who, in many cases, especially at lunchtime, can be seen smoking in full view of their students. Finally, nearly two-thirds of schools surveyed only offer students

one class of PE per week, which is totally inadequate.

Suggestions: School canteens and snack machines need to offer healthy alternatives to the junk food currently available.

Drinking-water taps should also be made available in school corridors as an alternative to fizzy drinks. In addition, teachers should be asked to set a good example, so there should be a total ban on smoking in the

staff room. Furthermore, although students have a busy daily schedule, more exercise time could be introduced by way of after-school and weekend sports activities. Finally, it would be a good idea to introduce

health education lessons and provide a confidential health counsellor for students, which will hopefully serve to guide them into making healthier lifestyle decisions.

I am confident that if these recommendations are implemented, we will see a dramatic improvement in the overall health level of school students in the area.

Part 2, Question 2 - Model Answer: Letter

Hi Leon,

It was great to get your mail just the other day. All's well here with me, thanks for asking.

But it's you I'm concerned about actually. I mean, I was shocked to hear that you've taken up smoking. Don't you know all the health hazards associated with that nasty habit? It's even known to cause breathing difficulties, which may explain your sudden development of asthma. And, besides, what happens if you become addicted? I mean, forget the sports scholarship then – smoking ruins athletic performance and that's a fact... Your lung capacity will shrink for a start.

Maybe you should think about quitting – the longer you wait; the harder it will get. Otherwise, the future you dreamt of with a career in sports might be in jeopardy. Then what would you do? You would be miserable in a nine-to-five... If I were you, I'd go see my local GP and get some advice on what the best quitting-aid would be in your case. Have you considered nicotine patches or a nicotine inhaler or something like that? I hear even hypnosis can sometimes be effective.

Please just try to stop; it's for your own good in the long run. I'm not trying to sound 'preachy', I'm just worried about you my friend.

Write back soon,

Mark.

Part 2, Question 3 - Model Answer: Letter of application

Dear Sir or Madam,

I wish to put myself forward for consideration as a candidate to enter your volunteer programme testing a new fitness regime.

I am presently studying at university and my course only takes up about 20 hours of my week, so I would have ample time to devote to the programme – certainly at least one hour a day. And I would have no difficulties attending the weekly progress assessment either.

As regards to why I am interested in taking part, the reason is very simple; I have let my fitness level and overall standard of health slip in the last year or two since I went to university. This programme would give me a great opportunity to regain some of my lost fitness and improve my health.

At the moment, my general diet consists of fast food and convenience/microwaveable meals during the week. I seldom eat fresh ingredients, except at the weekend when I go home and my family does the cooking for me. I go to the gym once every two or three weeks and that is about all the exercise I get. When it comes to bad habits, I party too much on occasion, which means I drink a lot and deprive myself of sleep, but I don't smoke or anything like that.

I look forward to hearing from you and hope that you will view my application favourably.

Yours faithfully,

Nicholas Dimbleby

Part 2, Question 4 - Model Answer:

Article

For better and for worse...

There is no doubt that technology has come a long way in the past 50 years or so, and this progress has led us into a new age for science and medicine, too. We have more sophisticated medical and testing equipment, more fine-tuned and effective surgeries and treatments, and, one must admit, better quality health services all round. This much is beyond question. But scientific and technological progress notwithstanding, are we really any healthier as a nation?

Well, if diet and lifestyle are to be taken into account, then the answer is a resounding NO. After all, we eat more junk food and processed foods generally than we have ever done in the past and we are in the midst of a worldwide obesity epidemic. Not to mention the sedentary existence most of us lead hiding behind the T.V. or computer screen for much of the day. In short, we are less active and eat a less-well balanced diet than ever before – not good news.

Yet despite this, life expectancy is rising steadily in the Western world – but surely thanks only to the ingenuity of science, for if we were left to our own devices, we would have smoked, drunk and eaten ourselves into an early grave already. And we are not helped by our environment either; most of us live in built-up areas full of traffic fumes, smog and general pollution – hardly good for body or mind.

It seems to me very clear that our lifestyles are less healthy than ever, not only in terms of what we eat, but also the environment in which we live, the working conditions and stress we endure and the sedentary nature of our existence in the 21st century. We are being kept alive longer, yes, but we have science, not our good health, to thank for that...

Part 1, Question 1 - Model Answer: Letter

Dear Editor,

With reference to the article about technology in the home that was published in yesterday's edition of your newspaper, I must admit that I found the comments made very interesting, but I did not entirely agree with the tone of the article.

On one thing I can most certainly agree, and that is the extent to which technology has transformed the modern home. I would, however, argue that this is very much a positive. Our homes are safer and more secure because of the superior technological equipment available today; that means fewer kitchen fires, fewer electrical faults, fewer accidents and so on. Technology also makes us far more efficient at doing our day-to-day chores, leaving us more time to dedicate to important things like family and work.

As to the issue of our having become 'sterile technicians', nothing could, I believe, be further from the truth. In actual fact, I would say the time we save by being tech savvy allows us to devote more of our day to our social commitments. And as regards practical skills, well, the cooker doesn't conceive of a recipe for us, we still have to use our own expertise...

All in all, for me, technology is a good thing that should be welcomed into the home. I do not fear our becoming sterile on account of technological progress in the least.

Yours faithfully,

Shane Spivac

Part 2, Question 2 - Model Answer: Proposal

To: Bairdsdale County Council From: Rowan Donalle Date: 16th March 2014 Subject: Developing and improving the neighbourhood for the next generation This proposal aims to suggest ways in which the neighbourhood could be developed and improved for the benefit of the next generation.

Leisure The town has few parks, play and activities areas for children and teenagers. It is recommended that the derelict Kapperbay building in the centre of town be demolished and that the site on which it presently stands be transformed into a public park area. Kapperbay has considerable grounds, some of which could also be used to build new youth facilities. This will give young people and indeed families a meeting place and a focal point for their activities. **Environmental Issues** The centre of town should be designated a car-free zone to make it less polluted and safer for pedestrians and cyclists alike. At present it is far too congested and drivers flout the law, ignoring traffic signs, which makes for very dangerous conditions on the streets. The resultant pollution has been known to cause respiratory problems also. **Education** The town's two main primary schools and only secondary institute are in need of renovation. Funds should be set aside to build a computer laboratory at both primary schools and a state-of-the-art science and technology lab at the secondary institute. This will give students access to vital resources to help prepare them for life in the technologically-driven world of the future. **Housing** Far too many residents are forced to rent because of prices in the housing market. The council should provide affordable housing for first-time buyers to help them to get onto the property ladder; otherwise, the situation will only continue to escalate.

In conclusion, I feel very confident that if the council undertakes to act on these proposals, our neighbourhood will be well-prepared to accommodate future generations of town-dwellers.

Part 2, Question 3 - Model Answer: Competition entry

The Greatest of Them All For me, there is only one man deserving of this title, and though he may not be thought of as an inventor as such, I regard him as a pioneer and visionary who 'reinvented' the world as we know it - praise indeed! This man is none other than William 'Bill' Gates, founder of Microsoft and father of the modern computer.

What Bill Gates did was incredible; he had the foresight to see that the big, old, bulky mainframe computers being made by most manufacturers in the late 70s and early 80s were the past, and that the way forward was in software not hardware. His MS-DOS computer drivers were the brains behind the first mass-produced PCs. In effect, Gates' technology brought computers within the reach of everyone, making them more affordable to and navigable by ordinary people everywhere.

What did this mean for people's lives? Well, it is no exaggeration to say that the PC literally transformed the world as we know it. It was the platform through which we were introduced to further revolutionary ideas like the internet, email and so on. Our lives have been utterly changed by this technology and there is barely a household in existence in the western world today that doesn't rely on computer-based technology in one way or another - we use PCs to shop, socialise, work, play, do our banking and so on...

There is no other inventor or visionary that has had such a profound effect on every aspect of our lives as Bill Gates. His software paved the way for the technological revolution of the late 20th century that transformed the lives of billions.

Part 2, Question 4 - Model Answer: Letter

Hey Allie,

Rumour has it you've just gone live, right?! Well, I've been lucky enough to have broadband internet for a while now, so I thought I'd fill you in on what you've been missing!

First up, do you know about all the cool online game-play sites you can visit; you can play arcade games, action games, single-player games, multi-player games ... the list goes on. I've joined this virtual UN armed mission on www.onlinegamermissions.com and it's really amazing! In the game, I've teamed up with all these other virtual players and we have to protect the ordinary citizens (virtual, of course) of Nigeria from a dangerous rebel army trying to take over the country. Sometimes I get so into it that I forget it's virtual-world game-play; it just feels so real!

There's so much else you can do online as well; you can stream great movies - sometimes for free and

even when you have to pay it's so much cheaper than going down the video store. You can find and listen to almost any song by any artist you'd care to name as well. Not to mention the fact that you can pay all your bills online and you'll never have to go to the bank again... There are also great bargains to be had when you browse the online shops – you can go on a shoe-buying spree!

One thing I should mention though – as sort of a warning – be careful which sites you give your personal information to. Some might even try to steal your identity or access your private accounts. To be sure, install some malware software to protect your PC from viruses and attack by hackers. Then you can surf safe in the knowledge that you are fully protected.

Happy surfing!

Marianna

Part 1, Question 1 - Model Answer: Letter

Hi Niki,

Great to hear from you! I'd be only too happy to let you know what I thought of my internship experience. Here goes...

First up, did I like it? Well ... it was very interesting at first – the tour of the studio, meeting and greeting; you know, all the usual stuff! There was no real work done in Week 1 though, and that was a bad thing because I got tired of making coffee for everyone after a while! Slowly though, I was given more responsibility and the role got more challenging; I worked with a cameraman, even taking some shots by myself, and I was really listened to and respected. There was a lot of hands-on camera action, which I loved.

Now, when it comes to pay, you do get a small stipend, but this is mainly to cover living expenses; we're not talking heaps of money... But as regards the internship turning into something more permanent, for me that was wishful thinking I'm afraid. I did get a letter of recommendation and a commendation for my good work when I left, but they said there were no jobs available. But hey, you never know, that could have changed, right?

If you ask me, it's definitely a good experience and I would recommend it. But have a look around to see what other options are out there before you decide.

Good luck!

Tracy

Part 2, Question 2 - Model Answer: Reference

To whom it may concern,

I hereby confirm that I have known Rex Arnold since childhood and we have been friends for roughly fifteen years.

In all the time that I have known Rex, I have found him to be a most reliable and trustworthy friend. Rex is the eldest of seven children, and, as such, had a lot of responsibility for looking after his younger siblings as they grew up. One of the qualities I admire in Rex is his way with children. I used to watch him play with and look after his siblings with awe as he made it look so easy. He always knew the right thing to do and was prepared to discipline them whenever necessary. Rex was strict but fair, had a terrific sense of fun and his siblings loved him.

Indeed, so popular was he with kids that the local playschool asked him to help out on a part-time basis some mornings and on weekends. Eventually, Rex decided to set up his own small business in his late teens and ran a very popular and successful babysitting service. He also volunteered at the local

scout unit where he was a scout leader. Rex has a vast amount of experience dealing with children and is a natural in this department. He has just completed his first year of an Arts degree where he is majoring in English, and he finished the year top of his class so there can be no doubt about his command of the English language either. And it is for these reasons that I would strongly recommend Rex for the role. In my opinion, he is made for it.

Should you require any further information, please do not hesitate to contact me on 078 241 99 181 or by email to silehoughton@gmail.co.uk.

Yours faithfully,

Sile Houghton

Part 2, Question 3 - Model Answer: Competition entry (letter)

Dear Sir or Madam,

My nomination for the best athlete of all time is Rafael Nadal, an athlete who, I believe, is beyond equal in the professional sports arena today.

Rafael Nadal is the ultimate professional athlete for a number of reasons. First of all, he conquered the supposed 'Greatest Tennis Player of All Time', Roger Federer. Secondly, he sets a brilliant example as a role model for young kids - not the most naturally-gifted player of all time, Rafa, as he is known to his fans, worked hard to become the best and turned all his weaknesses into strengths through sheer grit and determination. Thirdly, his demeanour both on and off court is excellent; Rafa is humble and gracious, both in victory and defeat.

But there is more to Rafa than just his hard work ethic and good-naturedness; after all, he has won an incredible 10 Grand Slam titles - and that at a time when men's tennis is at its most competitive ever. He is also one of only seven players to have won a Grand Slam on all four surfaces, and has an Olympic title to his name as well.

In short, not only is Rafa's track-record as a professional hugely impressive, but so is the character of the man. And in an era when so many of our professional athletes let us down and set a bad example for today's youth, he stands head and shoulders above them as simply the greatest champion of all time.

As his fans say, "Vamos Rafa" [Go Rafa]. No one deserves this accolade more and I hope you will agree.

Yours faithfully,

Miya Walsh

Part 2, Question 4 - Model Answer: Letter of

application

Dear Sir or Madam,

I wish to apply for the position of Native Au Pair which you advertised in yesterday's Mayfair Post.

I am particularly interested in this role as I have just moved to England to study for my Doctorate in Child Psychology part-time and I have always had a love of children and a desire to be around them. I would also be keen to spend some time in the familiar company of fellow French speakers as England can be a big and lonely place when you first arrive. Moreover, as I have yet to arrange any form of permanent accommodation, the role would also suit my needs in that respect. And the fact that I am only required to attend college two evenings a week means that I am around for all of the working day and most of the time at night, too.

As regards what qualifies me to be an Au Pair, I have several years' experience teaching young children in playschool and the primary sector. As I have said, I am also French, so naturally I feel well-equipped to teach them my native language. In terms of actual qualifications, I have a degree in Education and a Master's in Child- hood Education. Therefore, I believe I have the right balance of practical and theoretical experience to make the perfect Au Pair.

My teaching philosophy is that children learn best in an interactive environment. Therefore, I would encourage your children to play language games, sing songs and use colouring material and visual aids to bring their native language to life.

I hope you will look favourably upon my application and I look forward to hearing from you.

Yours faithfully,

Marie Claire

Part 1, Question 1 - Model Answer:

Email

Part 2, Question 2 - Model Answer:

Article

Playing video games has come to play such a big part in the lives of today's youth that I can't even imagine what young people did before they were invented!

Children are being introduced to video games at an increasingly young age, as their favourite characters from television, film and literature can now be found in game format, allowing them to interact with these characters on a new level. This is where today's youth's love of gaming is stemming from - being able to play out their favourite stories and be their favourite characters in a colourful and detailed virtual world.

There are a huge variety of games for people to play nowadays - racing, action, adventure and fantasy. Some of the best games - the ones which I enjoy the most at least - are the ones with a good story. You are playing a character and you get to make all of their decisions, so you can choose to play a 'good guy' and be nice to people, trying to solve the mystery and win the game that way - or you can decide to be a 'bad guy' and shoot people to try to get what you want. It might sound violent, but it's all

fantasy, and it means that you can play the game multiple times to see how different decisions get different results.

That's the beauty of video games - you feel like you are in control of a fantasy world, playing different characters and going on mad adventures. It's the perfect escapism, and I think that's why the youth of today spend so much time playing video games. I know that for me personally, it is the ultimate way to relax, forget about my worries and have fun with my friends.

To: The Student Council From:

Brendan Storey Date: 15th July 2012

Subject: Theme for the School Dance

Hereunder, the two proposed themes and venues will be outlined and one will be put forward as the ideal theme/venue, taking account of student feedback received.

Great Gatsby This is an off-campus ballroom-style dance-themed event which would take place at the Triple Tree Hotel. Formal attire would be worn, with male students dressed in tuxedos and female students wearing suitable ball gowns. A live band playing music which has wide appeal would be hired for the night, and appetizers and finger snacks would be served. The ballroom would be decorated with classic black-and-white photos.

American Western This is another themed dance, but the venue would be on-campus at the school gymnasium, which would be decorated with haystacks and wagon wheels to promote the cowboy theme. Fancy-dress costumes would be worn by all attendants, with the males dressed up as cowboys and the females impersonating cowgirls. A DJ would play hit dance music throughout the night and food would be provided by way of a barbecue.

The American Western themed dance would be the best option based on student feedback because, although it would be in an on-campus venue, the cost of dressing up for the occasion would be affordable as only jeans and a shirt are needed, which most students already have. Furthermore, students expressed a desire for an informal theme and the haystacks and wagon wheels would provide an excellent background for photo-taking.

Part 2, Question 3 - Example Answer: Contribution to research

My Ideal Job

My ideal job would involve a lot of creativity, but I would also need to have control over the decisions that are being made as I find it hard to take orders from others. I guess that being a successful freelance professional photographer would be as near as could be to perfect for me then. After all, I would be stimulating my creative side and I would also get to determine the context and content of what I shoot - so, making all the big decisions basically!

What's more, I am quite a restless person and hate being tied down in one place for very long. That's one of the main reasons I feel I'm suited to photography; it's a job that usually involves a lot of travel and variety in the work environment, not to mention the fact that much of the work is done outdoors. That aspect of the job would suit me down to the ground as I'm a really outdoorsy person and couldn't bear to be in an office 9-5.

But do I think I'll ever be a professional photographer? Well, that's another question entirely. I'd have to say probably not; after all, I already have a full-time job and it would be difficult to give that up now to try to achieve my dream. I mean, it would be a huge risk and if it failed I might be left with nothing. Maybe, though, if I get to retire early, say when I'm fifty, I'll give it a go – but that may be some serious wishful thinking...!

Part 2, Question 4 - Model Answer: Report

To: The Editor, Envo Magazine From: Finbarr Rowanne Date: 1st
March 2014 Subject: Measures being taken in my country to protect
the environment

The purpose of this report is to outline the measures presently being taken by the citizens and government of the U.K. to help protect the environment and to comment on what measures should be taken in the future to further improve the situation.

Efforts being made to encourage citizens' to have an environmental conscience: The government has introduced a number of initiatives to encourage people to be more environmentally conscious. First of all, electric and low-emission cars are being made exempt from government tax. It is hoped that this will encourage more people to buy them. Secondly, grants are being made available to people who want to erect solar panels on their roofs, as well as to those preparing to better insulate their homes in order to use less heating fuel and electricity. Another important measure has been the making of recycling facilities available to practically every household in the country. By law, each town council is required to provide local residents with a recycling service.

Actions that have made a big difference: A number of individuals and groups, locally and nationally, have made a lasting contribution to environmental protection through their work. In the Greater London area, for example, community groups have been mobilising to replant overgrown and wasteland areas of their suburbs with shrubs and trees. Green Party members have also been campaigning hard across the nation for more environmentally friendly practices to be introduced to manufacturing industries.

What still needs to be done: While a small minority of people are very motivated to help protect the environment, sadly most of us remain less committed. In the long term, we must ensure that future generations are more environmentally conscious by introducing mandatory learning programmes in schools so that all students are made aware of the importance of recycling and protecting mother nature. In the immediate future, however, in order to get results, the government may have to penalise those who fail to respect the environment with heavy fines.